## CLAIMS

The following listing of Claims will replace all prior versions and listings of Claims in the application:

**Listing of Claims:**

1. (Currently amended) A system for managing records, the system comprising:

a database;

a remote computer including:

a memory, in which the record is stored;

a processor; and

a record management system in communication with the memory and the processor and configured to classify one or more of the records and, in response to an instruction from a user, to instruct the processor to file one or more of the records with the database after the classification of the one or more of the records and upon filing one or more of records with the database, automatically instruct the processor to delete one or more of the records from the memory while there is available memory for storing at least one additional record.

2. (Previously Presented) The system of claim 1, wherein the record management system is further configured to, in response to a second instruction from the user, instruct the processor to classify one or more of the records while the one or more records are stored in the memory.

3. (Previously Presented) The system of claim 2, wherein the record management system is further configured to instruct the processor to classify one or more of the records by determining whether one or more of the records has have previously been classified.

4. (Previously Presented) The system of claim 2, wherein the record management system is further configured to instruct the processor to classify one or more of the records by reclassifying one or more of the records.

5. (Cancelled).

6. (Previously Presented) The system of claim 1, wherein the record management system further instructs the processor to select a plurality of records; and classify the selected records.

7. (Previously Presented) The system of claim 1, wherein the record management system further instructs the processor to display a property of one or more of the records.

8. (Currently Amended) A method for managing electronic records, the method comprising the steps of:

classifying one or more of the records at a remote computer, wherein the one or more of the records is stored in memory on the remote computer;

filing one or more of the records stored on the a remote computer with a separate central database in response to an instruction from a user;
and

automatically deleting one or more of the records from the remote computer while there is available memory for storing at least one additional record, upon filing one or more of the records the central database via a record management system stored on the remote computer.

9. (Previously Presented) The method of claim 8 further including the step of classifying one or more of the records in response to a second instruction from the user while one or more of the records are stored on the remote computer.

10. (Previously Presented) The method of claim 9, wherein the step of classifying one or more of the records includes determining whether one or more of the records have previously been classified.

11. (Previously Presented) The method of claim 9, wherein the step of classifying one or more of the records includes reclassifying one or more of the records.

12. (Cancelled).

13. (Previously Presented) The method of claim 9 further including the steps of:

selecting a plurality of records and;

classifying the plurality of selected records while the records are stored on the remote computer.

14. (Currently Amended) The method of claim 8 further including displaying a property properties of one or more of the records.

15. (Currently Amended) A system for managing electronic records, the system comprising:

means for classifying one or more of the records at a remote computer, wherein the record is stored in memory on the remote computer;

means for filing one or more of the records stored on the a remote computer to a separate central database in response to an instruction by user; and

means for automatically deleting one or more of the records from the remote computer while there is available memory for storing at least one additional record, upon filing one or more of the records with the central database, wherein the means for filing and the means for automatically deleting are stored on the remote computer.

16. (Currently Amended) The system of claim 15 further including a means for classifying one or more of the records in response to a second instruction from the user, while one or more of the records are stored on ~~open at~~ the remote computer.

17. (Previously Presented) The system of claim 16, wherein the means for classifying one or more of the records includes means for determining whether the record has previously been classified.

18. (Previously Presented) The system of claim 16, wherein the means for classifying one or more of the records includes a means for reclassifying one or more the records.

19. (Previously Presented) The system of claim 16, wherein the means for classifying one or more of the records includes a means for storing one or more of the records with an associated property on the remote computer.

20. (Previously Presented) The system of claim 15 further including:

      means for selecting a plurality of records and;

      means for classifying the plurality of selected records while the records are stored on the remote computer.

21. (Previously Presented) The system of claim 15 further including a means for displaying a property of one or more of the records.